

**Regulatory Measure Module – Business Rules - Simplified**

For additional information on data entry including business processes and more business rules, visit the CIWQS intranet page at <http://waternet.waterboards.ca.gov/oima/ciwqs/index.shtml>.

**Title**<sup>\*</sup> - Generally, the title must follow the format: [Reg Meas Type] [order number/date] for [Discharger].

- For enrollees: Enrollee under [brief name of general order] for [Discharger]. When using the Regulatory Measure Wizard, the title auto-populates with the “General Order Shortened Description” that is found in the “Additional Info” tab of the general order record as the “brief name of the general order” part of the title.
- For amendments: Amendment [order number] of [mother reg measure type] [mother order number] for [Discharger].
- For things that don’t have order number or resolution number, use the date of the document.

**Description** - A description is not required but recommended if it is an unusual situation

**Regulatory Measure (Type)**<sup>\*</sup> - This field categorizes the type of action that was taken.

**Order/Resolution Number**<sup>#</sup> - Enter an order number in the format of RX-YYYY-XXXX. This field will pre-populate for enrollee records if the record is entered in accordance with the following:

- There is one and only one current relationship to a regulatory measure that is related to the enrollee record with the relationship of “regulates”

**Individual/General flag**<sup>\*</sup> - Use the general flag for general actions, such as general orders or waivers. Otherwise, the individual flag should be used.

**Status**<sup>\*</sup> - This field displays whether the measure is in effect, and if not, why.

**Regulatory Program**<sup>\*</sup> - Select the program that best describes the regulatory measure.

**Identifiers** – Relate any type of identifiers that are applicable to the regulatory measure. If the regulatory measure is billable, the related identifiers must include one and only one WDID.

**Dates** – Multiple date types that are related to the regulatory measure may be selected and the appropriate date added.

- All active and historical regulatory measures shall have an “Effective Date.”
- All orders (WDRs, NPDES, CAO, CDO, etc) must have an “Adoption Date/Issuance Date.”

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<sup>\*</sup> Required field

<sup>#</sup> Conditionally required field

- All NPDES permits and WDRs must have an “Expiration Date/Review Date<sup>#</sup>.”
- For WDRs, if the order is reviewed and a renewal is not necessary, the “Expiration Date/Review Date” should be extended.
- “ACL Complaint Issuance” date shall be used for issuance of an ACL Complaint. If the Complaint becomes an order, an adoption/issuance date of when the order is adopted shall be added<sup>#</sup>.
- “Termination Date” is required for any action with a historical status<sup>#</sup>.
- “Received Date” should be added for new applications.

### **Amendments**

Check the box and fill out the table that appears if the regulatory measure has been amended.

### **Rescissions**

Check the box and fill out the table that appears if the regulatory measure has been rescinded by a rescission order. This is not necessary if the rescission was done by a reissued order.

**Related Regulatory Measures<sup>#</sup>** - User must link all regulatory measures that are directly related to one another.

**Enforcement Tab** - See separate document titled [“The Enforcement Tab \(Regulatory Measure Module\) – Business Rules - Simplified”](#) available on the intranet

### **Related Parties**

- All individual regulatory measures must have at least one related organization with the relationship of “Discharger<sup>#</sup>.”
- Regulatory measures must be linked to the appropriate regional board with the relationship of “Regulating<sup>#</sup>.” General orders or resolutions do not have to have this relationship, but must have a relationship of “issuing.”
- If the regulating organization is different than the issuing organization, both relationships must be identified.
- For new regulatory measures, there must be a Water Board employee related to the regulatory measure with the relationship “staff<sup>#</sup>.”

### **Related Places**

- There must be a related place that has a place type of “facility” or subtype of facility with the relationship of “Regulated By<sup>\*</sup>.”
- Discharge points have the relationship of “Discharging”.

**Requirements** – See eSMR2 or SMR Paper Tracking Business Rules for more information.

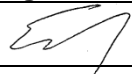
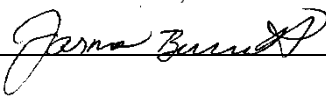
**Tasks** – This tab is for tracking staff activities as they relate to investigating a complaint or issuing an order.

### **Additional Info**

For billable records, the following must be entered into the additional info tab:

- Application Fee Amt Received<sup>\*</sup>
- Bill Name<sup>\*</sup>

- Bill Contact\*
- Bill Street\*
- Bill City\*
- Bill State\*
- Bill Zip\*
- Complexity<sup>#</sup>
- Design Flow<sup>#</sup>
- Dredge and Fill<sup>#</sup>
- Fee Code\*
- Major or Minor flag<sup>#</sup>
- Population (MS4)/Acres<sup>#</sup>
- Pretreatment<sup>#</sup>
- Threat to Water Quality<sup>#</sup>

APPROVAL SECTION			
Approver	Printed Name	Signature	Date
Business Rules Team	Committee Members Present	Approved as Meeting Agenda Item	5/7/13
CIWQS Quality Assurance Lead	Eric Maag		5/7/13
Statewide CIWQS Coordinator	Jarma Bennett		5/7/13

### Summary of Changes

Version	Summary of Major Changes	Date
1	Original version controlled document	7/7/09
2	<ul style="list-style-type: none"> <li>▪ Added instructional box with link to CIWQS Intranet</li> <li>▪ Added reference to “General Order Shortened Description”</li> <li>▪ Changed description of program field to specify that only one program can be associated</li> <li>▪ Added reference to amendment and rescission checkboxes</li> <li>▪ Removed “DMR Contact “requirement</li> </ul>	5/7/13